

Library Volunteer Job Description

Job Title: Board Book Shelving Assistant

Work Group: Children's Services

**Contact/
Supervisor:** Maynard Martinez – 526-7043

Duties: Working with one of the fastest circulating and extensive collection of books in Children's Services! Hundreds of board books must be arranged and organized according to size, shape & series.

Qualifications: Agility, mobility, attention to detail, and focus

Time needed: 6 hours/week

Training: **Orientation to agency**
On-the-job training with Supervisor or department staff

Importance of this volunteer job to our organization:

Our Library customers will be able to find the items they need when they are shelved promptly and accurately.